

U.S. Embassy, Amman  
*Jordanian Student Intern Program*  
**Vacancy Announcement**

---

**ANNOUNCEMENT NUMBER: JSIP 2016-26**

**OPEN TO:** Students enrolled at accredited Jordanian universities

**POSITION:** Student Intern Volunteer (3 positions) – Consular Section

**OPENING DATE:** March 16, 2016

**CLOSING DATE:** March 31, 2016

**INTERNSHIP DURATION:** Full time for the months of July and August

**SALARY:** None – voluntary work

The U.S. Embassy in Amman is seeking three university students for summer intern positions with the Consular Section.

**INTERNSHIP OFFICE:** Consular Section

**JOB DESCRIPTION:**

**Duties will include:**

- Translation as needed
- Data entry
- Filing
- Mail termination letters
- Photocopying and shredding
- Printing from SharePoint
- Small projects such as clearing files out from SharePoint after visa issuance
- Scanning documents
- Assisting with phone call inquiries

**BASIC QUALIFICATIONS REQUIRED:**

1. Be a full-time student at an accredited Jordanian university;
2. Must have bona fide intention of continuing to pursue education immediately following the internship. Last semester students will not be accepted;
3. Have university's permission;
4. Be in good academic standing; and
5. Good English. English proficiency will be tested.

**NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.**

**TO APPLY:**

Interested students for this position should submit the following or the application will not be considered:

1. C.V. or Resume.
2. Letter of Recommendation from a professor.
3. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
4. Transcripts that provides student status.

**SUBMIT APPLICATION TO:**

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through [AmmanInternship@state.gov](mailto:AmmanInternship@state.gov).

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.